

## ELIGIBILITY A-Z MANUAL REVISION

Revision #	516
Category / Section	Eligibility Reviews / Recertifications A.
	Eligibility review requirements for cash assistance and medical programs.
Issued	July 17, 2006
Revision Author	John Camp
Division	Division of Employment and Assistance Programs
Mail Stop	45470
Phone	(360) 725-4616
Email	<a href="mailto:Campjx@dshs.wa.gov">Campjx@dshs.wa.gov</a>

### REMOVE

#### Eligibility Reviews / Recertifications A.

Eligibility review requirements for cash assistance and medical programs.

### INSERT

#### Eligibility Reviews / Recertifications A.

Eligibility review requirements for cash assistance and medical programs.

### Summary

#### CLARIFYING INFORMATION

Added information to describe when the system will match cash review periods to Basic Food certification periods to match review end dates and minimize duplication of six month reports. - *Now known as mid-certification reviews.*

If we approve Basic Food first:

- **And there are at least six months left** in the Basic Food certification period, ACES sets the mid-certification review and eligibility review end dates for the new cash / medical benefit to match dates for Basic Food.
- **And there are less than six months left** in the Basic Food certification period, the system *will not change* the certification period end date for Basic Food. ACES sets a 12-month review period with the mid-certification review due at six months for the new cash / medical benefit. Review end dates and mid-certification reviews *will not match*.

[Manual process to match review periods and mid certification reviews:](#)

When the system does not automatically match the mid-certification review and review end dates because there are less than six months in the certification period, staff can match these dates by initiating a review for Basic Food. This will prevent duplicate mid-certification reviews.

If we approve cash / family medical first:

- ACES extends the current cash / medical review periods to match the certification period end date for Basic Food.
- ACES sends the mid-certification review for all programs that

--

require a report in month five of the certification/review period.  
This mid-certification review is due in month six.

## **WORKER RESPONSIBILITIES**

Updated text for clarity.

**Policy Clarifications:** Policy Clarifications #1291, 1372, and 1291 are rescinded with publication of this revision.

--